

The University of Waikato

Timesheet Submission Deadlines

1. To ensure prompt payment of online timesheets, please submit your timesheets early enough to allow your Manager to approve by the below dates.
2. A fortnightly pay advice confirming details is available in Aku Mahi Thursday morning. In normal circumstances, pay will be credited to bank accounts on the **Wednesday** following the pay period end date.
3. Please ensure you have entered the hours on the correct employee and job number.
4. **Manual (paper based) timesheet deadline is 10am as per the timesheet deadline dates listed below.**
- 5.

Timesheet Deadline	Fortnightly Period			Lodged to Bank Account
12.01.23 (Thursday)	02.01.23	to	15.01.23	18.01.23
26.01.23 (Thursday)	16.01.23	to	29.01.23	01.02.23
	10.02.23	to	12.02.23	15.02.23
	24.02.23	to	26.02.23	01.03.23
	10.03.23	to	12.03.23	15.03.23
	24.03.23	to	26.03.23	29.03.23
05.04.23 (Wednesday)	27.03.23	to	09.04.23	12.04.23
20.04.23 (Thursday)	10.04.23	to	23.04.23	26.04.23
	05.05.23	to	07.05.23	10.05.23
	19.05.23	to	21.05.23	24.05.23
01.06.23 (Thursday)	22.05.23	to	04.06.23	07.06.23
	16.06.23	to	18.06.23	21.06.23
	30.06.23	to	02.07.23	05.07.23
13.07.23 (Thursday)	03.07.23	to	16.07.23	19.07.23
	28.07.23	to	30.07.23	02.08.23
	11.08.23	to	13.08.23	16.08.23
	25.08.23	to	27.08.23	30.08.23
	08.09.23	to	10.09.23	13.09.23
	22.09.23	to	24.09.23	27.09.23
	06.10.23	to	08.10.23	11.10.23
19.10.23 (Thursday)	09.10.23	to	22.10.23	25.10.23
	03.11.23	to	05.11.23	08.11.23
	17.11.23	to	19.11.23	22.11.23
	01.12.23	to	03.12.23	06.12.23
	TBA*	to	17.12.23	20.12.23
	TBA*	to	31.12.23	04.01.24

* Please refer Nov/Dec **'University Communication' email** for Christmas Salary Dates

Statutory Holidays for 2023			University Closures 2023		
Sun	01.01.23	New Year's Day	Tue	11.04.23	University Closed
Mon	02.01.23	Day after New Year	Fri	22.12.23	University Closed
Tue	03.01.23	New Year's Day (Observed)	Wed	27.12.23	University Closed
Mon	30.01.23	Auckland Anniversary	Thu	28.12.23	University Closed
Mon	06.02.23	Waitangi Day	Fri	29.12.23	University Closed
Fri	07.04.23	Good Friday			
Mon	10.04.23	Easter Monday			
Tue	25.04.23	Anzac Day			
Mon	05.06.23	King's Birthday			
Fri	14.07.23	Matariki			
Mon	23.10.23	Labour Day			
Mon	25.12.23	Christmas Day			
Tue	26.12.23	Boxing Day			